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18 September 1954

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Assistant Director for Personnel
Assistant Director for Communications
Director of Training

SUBJECT : Per Diem Allowance During Headquarters Debriefing
Period for Employees Returning from Overseas for
Home Leave and PCS Transfer to Washington

1. A discussion of the above subject by an Assistant General Counsel has been reproduced and is attached for your information.

2. This office will take the initiative in formulating policy in this connection and ultimately publishing it in an appropriate manner.

3. Until such time as formal publication and distribution can be accomplished, it is desired that the following criteria be used in authorizing per diem allowances for the purpose outlined above:

a. Travel orders should not, as a routine matter, provide a period for TDY and debriefing, but should require TDY at headquarters only when debriefing is essential prior to expiration of home leave.

b. When it is essential to require such TDY, it should be limited to the minimum necessary and, in any event, not exceed 10 working days.

c. Pending the formulation and publication of additional information on the subject, it is requested that you bring to the attention of this office for consideration and approval those cases which cannot be handled within these limitations.

[Redacted Signature Box]

L. K. WHITE
Deputy Director
(Administration)

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